

QA Workgroup Meeting

Date: 5/21/2012

Time: 1:30-3:00 PM

Location: DES Library (Rm 231)

Called by: Murage

I. Attendees

Name	Initial	Name	Initial
Bosworth, Dave		Templin, Bill	
Burkhard, Bill			
Guy, Don			
Ngatia, Murage			
Pepper, Kelley			
Sakata, Brianne			

II. Agenda Topics

1. Introductions (10 min)
2. Finalize mission statement: "To increase awareness of the Department's QA/QC policies from managers to field crews" (10 min)
3. Update on QC classes (10 min)
4. Update on SWAMP's QAPP in relation to Bryte Lab's realities: Perry Lebeouf (ND) if he can join (20 min)

III. Discussions

1. Potential use of Project Services Office (<https://pso.water.ca.gov/web/guest/project-management-templates>) templates as part of QC implementation (20 min)
2. Rotating the chairing of the QA Workgroup meetings including development agendas (20 min)

IV. Action Items/Assignments

V. Next Meeting _____